

## Next Steps for SDWLP Funding for projects on the SFY 17 Project Priority List

If you decide to apply for SDWLP funds for your eligible project as listed on the SFY 17 Project Priority List, then **by June 30, 2016**, you must do the following:

- Determine and follow **engineering report and plans and specifications submittal requirements** (<http://dnr.wi.gov/topic/DrinkingWater/PlanReview.html>) from DNR's Bureau of Drinking Water and Groundwater.
- Submit **approvable, biddable construction plans and specifications** to DNR's Bureau of Drinking Water and Groundwater for each portion of the project for which you want to receive SFY 2017 funds. For well projects, you must submit the final well construction plans by the deadline; plans for the wellhouse, pumps, etc. may be submitted at a later date.
- Submit a **complete SDWLP Financial Assistance Application** (Form 8700-262) with all required attachments to DNR's Bureau of Community Financial Assistance. The following should be done as soon as possible in order to include these items with your application.
  - ✓ Pass an **Authorized Representative Resolution** (see info under A in the Reference Guide Index <http://dnr.wi.gov/Aid/Guide.html>).
  - ✓ Determine the steps you must take to comply with federal **environmental/archeological/historical review** (see Federal Requirements on page 2 of this document) and submit appropriate documents.
  - ✓ Pass a **Reimbursement Resolution** (information available at <http://dnr.wi.gov/Aid/documents/EIF/Guide/reimbursement.html>). **Note:** Passing a reimbursement resolution as soon as possible protects the municipality's ability to be reimbursed for all eligible project costs incurred.
  - ✓ If your municipality is a **sanitary district**, submit the **population and MHI data** you select to be used by the SDWLP for project determinations. See Median Household Income web page: <http://dnr.wi.gov/Aid/documents/EIF/Guide/hardmhi.html>.

**Split or Multiple Projects** – DNR may split the scope of work described on an individual PERF into 2 or more projects to ensure that SDWLP funds are used to address the state's greatest public health needs. If DNR split your project scope:

- Use the **unique project number and description** provided to you in Project Priority Score e-mail messages on any documentation submitted in the future for the separate projects.
- **Submit a separate application for each project**, but contact your DNR project manager (see the Project Priority List) to determine where items can be combined or where only one copy of a document may be needed

**PSC Water Rates** – If you need a rate increase in order to construct this project and continue proper operation of your water system, your new water rates **must be in effect prior to** your SDWLP loan closing.

- Submit your "Application to Increase Water Rates" to the PSC **as soon as possible** (recommended by 1/15/2016) if your rates are regulated by the Public Service Commission of Wisconsin (PSC).

- PSC's rate review process, including reviewing your request, making their recommendations, and conducting a public hearing, may take as long as 6 months.

Contact PSC at 608-266-5481 or visit their website at <http://psc.wi.gov/water/index.htm> for more information.

### **Federal Requirements**

SDWLP applicants must comply with the following federal requirements when applicable to their projects:

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***Environmental (Endangered Resources)/Archaeological/Historical Reviews*** – Federal requirements for conducting an endangered resources review and an archaeological/historical review of construction sites apply to each SDWLP project. See the Reference Guide online at <http://dnr.wi.gov/Aid/documents/EIF/Guide.html> under E (Environmental Review) for detailed information regarding these requirements.

***Use of American Iron and Steel*** – All SDWLP projects for which the first plans and specifications approval was received on or after December 16, 2014, must comply with Use of American Iron and Steel requirements. Please see our Use of American Iron and Steel web page at <http://dnr.wi.gov/Aid/U AIS.html> for detailed information, including a webinar, applicable forms, a list of affected iron and steel products, documentation requirements, and waiver instructions.

***Davis-Bacon Wage Rates*** – Applicants must comply with Davis-Bacon wage rate requirements. Find a link to the "Complying with Davis-Bacon Requirements" PDF document in our Reference Guide online at <http://dnr.wi.gov/Aid/Guide.html> under D (Davis-Bacon and Related Acts).

***DBEs*** – When your municipality solicits bids or a construction contractor is hiring a subcontractor for construction work, and when procuring equipment, raw materials, or supplies, requirements for solicitation of minority business enterprises, women business enterprises, and other disadvantaged business enterprises (DBEs) apply. For information regarding the DBE requirements, go to our Reference Guide online at <http://dnr.wi.gov/Aid/documents/EIF/Guide.html> (under D for DBE).

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**Other** – We encourage you to prepare for submitting your application by doing the following as soon as you are able:

- Read through the **Checklist on page 1** of the SDWLP Financial Assistance Application (Form 8700-262) when the revised version becomes available online in Spring 2016 at (<http://dnr.wi.gov/Aid/documents/EIF/forms/forms.html>).
  - Read **Parts 1 and 2** of the funding process series of articles in Volume 4, Issues 10 and 11, of the E-Bulletin at <http://dnr.wi.gov/Aid/LoanNews.html>.
  - Start keeping a file of all invoices related to the project and include in the application budget sheet ALL costs you hope to have reimbursed by the SDWLP.
  - Contact your municipal attorney about obtaining an opinion regarding land and easements (<http://dnr.wi.gov/Aid/documents/EIF/Guide/Land.html>).
  - Contact your bond counsel to let them know you have a loan closing coming up.
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Please contact your DNR project manager if you have any questions or concerns about the application process. We're here to assist you!